



North Carolina Rated License Assessment Project
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Scheduling Procedures for the More at Four Only ECERS-R Assessment

2008-09 ECERS-R Assessments

The NCRLAP will be assessing a sample of second (2nd) year More at Four (MAF) classrooms which represent non-public school, public school, and Head Start classrooms across the state.

MAF Only Scheduling Process

1. Initial Phone Call-

An NCRLAP scheduler will call the site contact to schedule an assessment(s) and to answer questions about the assessment process.

2. Setting the Date-

Each assessment is assigned a four-week scheduling window in which the assessment will occur. You will be given a start date and end date for the window. Assessors will make an unannounced visit to complete your ECERS-R assessment within the assigned four-week window. Since your assessment may occur at anytime during the window, your classroom is expected to be prepared once the window begins.

3. Block out days-

Programs have the option of identifying up to five dates to block out. Assessments need to occur on “typical days” that represent children’s daily experiences while at the facility. Therefore special events such as field trips, parties, or resource visits cannot occur during assessments. Additionally block out days should be used when many staff have planned vacation time or attendance is expected to be very low. Using block out days allows programs to designate specific days during their four-week scheduling window that may not be considered “typical.” Special events can occur during the four-week window; however, it is imperative that NCRLAP is informed of these days. Block out dates may not be changed after your four-week window has begun.

4. Confirmation Call-

The site contact will receive a confirmation call one week before the start of the scheduling window. This call serves to confirm the site is ready for the assessors to arrive to conduct the ECERS-R, to verify directions and arrival times, and to provide a final opportunity to make changes to the block out dates if necessary.

5. Postponements:

- If an assessment is attempted but cannot be completed due to factors beyond the program's control, such as low attendance or inclement weather, NCRLAP will prioritize rescheduling your assessment to complete the assessment within the original four-week window.
- If NCRLAP is not notified of block out dates prior to the beginning of your four-week window and an assessment cannot be completed because of events such as field trips, planned staff absences, etc. it may be necessary to extend the scheduling window until an assessor is available.
- If NCRLAP is unable to complete your assessment on the second attempt due to factors within the program's control, Jody Koon, MAF Section Chief, will be notified that the assessment was not completed.

Plan for a Typical Day:

Assessments should occur on a typical day in your program. There are several factors within a program's control that impact whether an assessment day is considered to be typical.

Regular Classroom Staff:

- Only teachers who work with the children daily should be present during the observation, and they should be present during their normal work hours only.
- Additional staff (such as floaters, teachers from another classroom, or an administrator) can be present in the classroom during breaks or at a certain time of day if this is part of their daily routine; however, the additional staff should not stay for a longer period of time than is usual.
- Other adults such as volunteers, therapists, interns, or family members should also participate only at their usual times.
- Extra staff will be asked to leave the classroom during the assessment, and the MAF Program may be contacted to determine whether or not the typical staffs were present during the assessment.
- If a substitute for a Lead Teacher will be present and you do not believe this individual has enough knowledge of the children or classroom to complete the assessment, call NCRLAP (in advance of the assessment) to discuss your options.

Regular Daily Schedule:

The normal daily schedule must be followed. Assessors need to see what occurs day in and day out. If something slightly unexpected occurs (e.g., a fire drill, thunderstorm) the standard plan for that type of day should be followed.

Regular Indoor and Outdoor Activities:

The assessment(s) cannot be completed when special events such as resource visits, parties/celebrations, or field trips are planned. Please keep NCRLAP informed of non-typical days within your window (your block out dates).

Regular Attendance:

For an assessment to be considered valid, more than half of the enrolled children must be present for the majority of the observation. Other specific attendance requirements will be discussed during the scheduling call.

Keep in Mind:

If it is determined that the day is not typical based on NCRLAP guidelines for a valid assessment, your assessment(s) must be rescheduled.

Please note: Providing false information regarding staffing (e.g., additional or different staff in room) or other program characteristics (e.g., number of classrooms, correct enrollment, etc.) will be reported to the MAF Program Office.